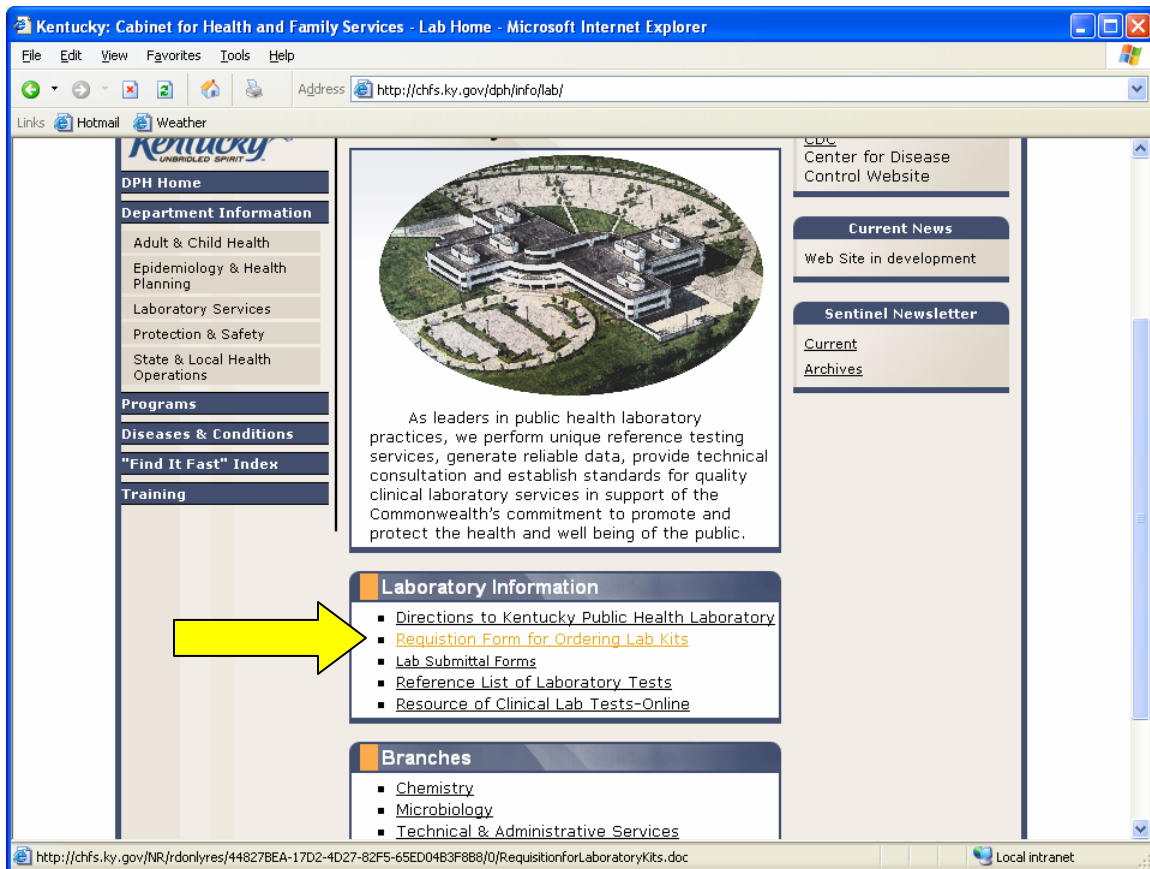


Using the Requisition for Laboratory Kits and Supplies Form

1. Connect to <http://chfs.ky.gov/dph/info/lab/> via Internet Explorer and click "REQUISITION FORM FOR ORDERING LAB KITS" at the bottom left corner of the page under "NOTICE".



2. You will now see this window. It is best to save this form to your desktop now and then work with it.

http://chfs.ky.gov/NR/rdonlyres/44827BEA-17D2-4D27-82F5-65ED04B3F8B8/0/RequisitionforLaboratoryKits.doc - Microsoft Internet Explorer

File Edit View Insert Format Tools Table Acrobat Comments Go To Favorites Help

Address http://chfs.ky.gov/NR/rdonlyres/44827BEA-17D2-4D27-82F5-65ED04B3F8B8/0/RequisitionforLaboratoryKits.doc

Links Hotmail Weather

REQUISITION FOR LABORATORY KITS & SUPPLIES

Complete all requested information, to help ensure a correct order.

Facility:

Requested By:

Ph #

Street Address:

Date Requested:

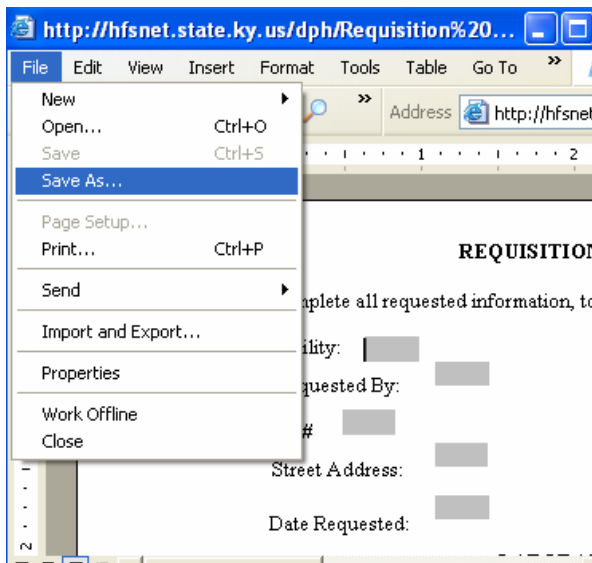
Email requisitions to:
DPH Lab Kits@ky.gov

LABORATORY SPECIMEN MAILING KITS

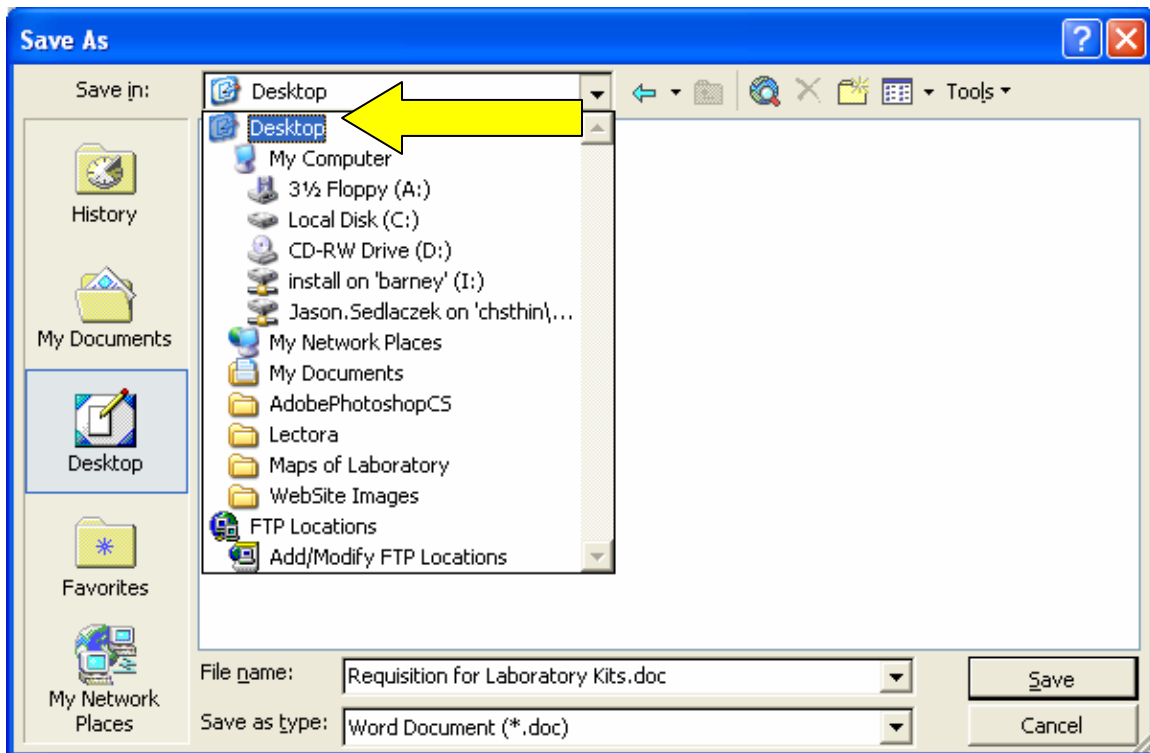
Kits are for one specimen unless otherwise specified. Additional forms and tubes can be ordered to allow up to four individual blood specimens to be mailed together in the same container when appropriate.

	Swabs	Urine		
* Gonorrhea Chlamydia (Genprobe kits) # of kits	<input type="text"/>	<input type="text"/>	Bordetella Pertussis FA Slide	<input type="text"/>
	<input type="text"/>	<input type="text"/>	Pinworm Slide Kit	<input type="text"/>
Cholesterol/Lipid profile screening kit	<input type="text"/>	<input type="text"/>	Prenatal Profile Kit	<input type="text"/>
Enteric Pathogen Kit	<input type="text"/>	<input type="text"/>	Rabies Kit	<input type="text"/>
Gonorrhea Slide Kit	<input type="text"/>	<input type="text"/>	Rubella Serology Kit	<input type="text"/>
Hepatitis B Kit	<input type="text"/>	<input type="text"/>	Syphilis Serology Kit	<input type="text"/>
Intestinal Parasite Kit: 10% Formalin	<input type="text"/>	<input type="text"/>	TB Sputum Kit	<input type="text"/>
Intestinal Parasite Kit: PVA & 10% Formalin	<input type="text"/>	<input type="text"/>	Toxoplasmosis Serology Kit	<input type="text"/>
Legionnaire's Serology	<input type="text"/>	<input type="text"/>	Viral & Rickettsial	<input type="text"/>

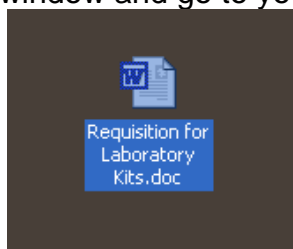
3. Go to FILE → SAVE AS



4. Older versions of Internet Explorer may look slightly different, but you need to save the document to the DESKTOP. The default file name is correct and the default file type should be .DOC. Click SAVE.



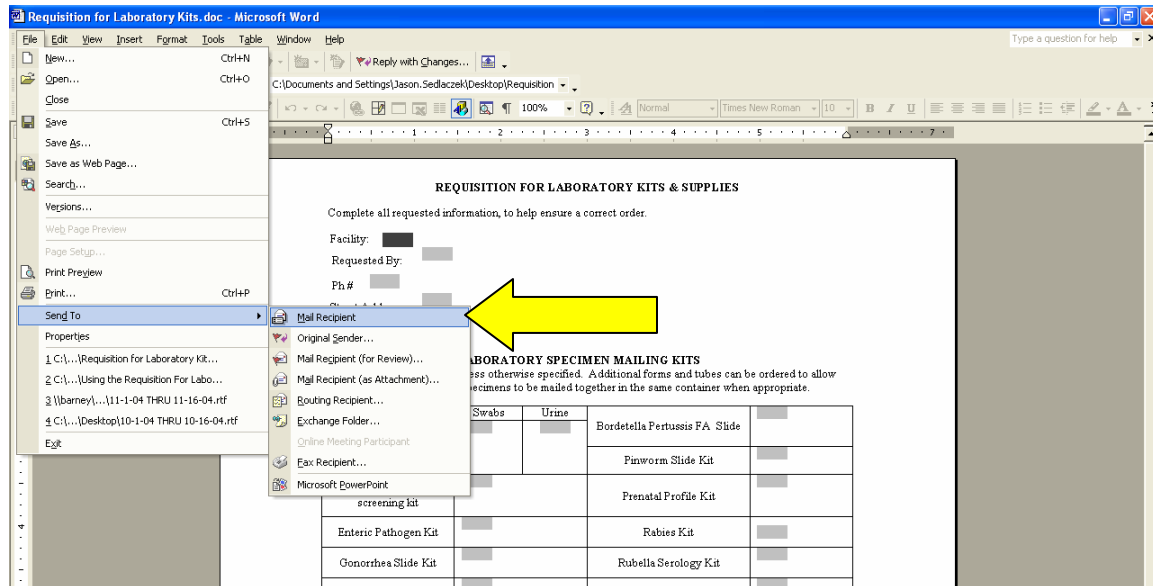
5. You can close the window and go to your desktop. You will have an icon on



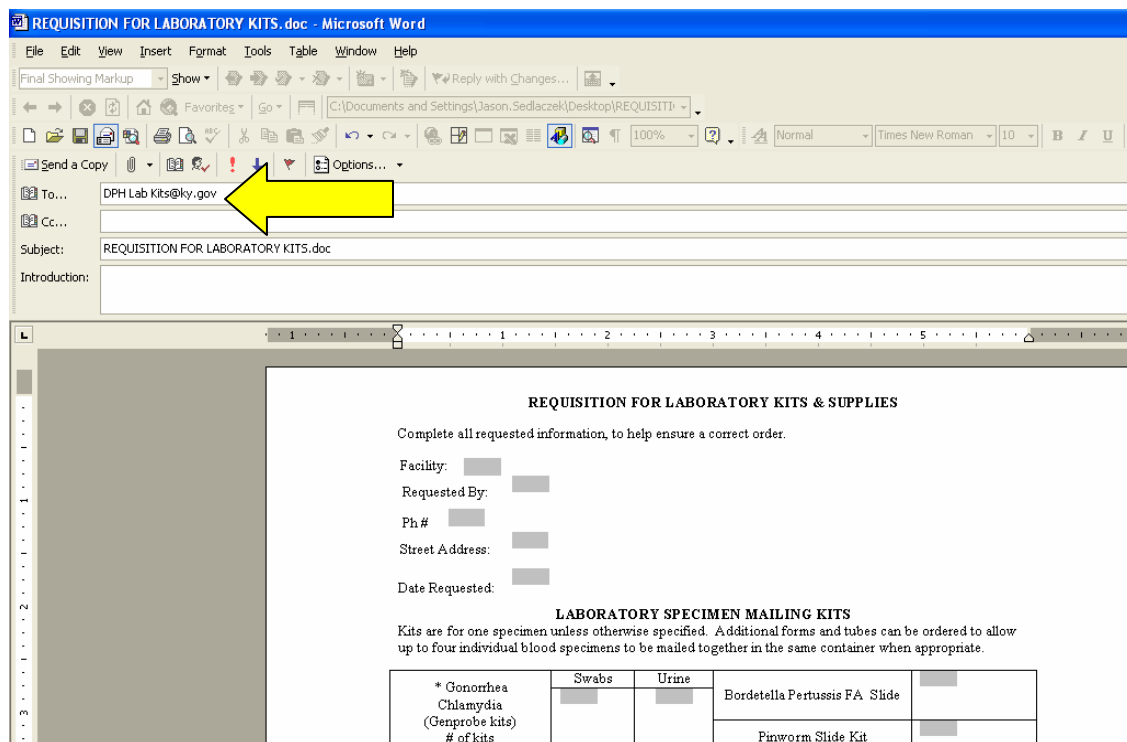
your desktop like this:

Double Click the icon.

6. Fill out the information in the form and go to FILE → SEND TO → MAIL RECIPIENT



7. You can now send the document to “DPH Lab Kits@ky.gov”. You may wish to add information to the “Introduction” field. Click SEND A COPY when done.



8. When you close the file, it may be best to save it as a different file name if you want to retain the information for future use. If you do not save the changes, the document fields will be blank the next time you open it.

If you have problems connecting to the website or downloading the forms, please contact Leigh Ann Bates at (502) 564-4446 ext. 4490 or Jason Sedlaczek at ext. 4438.